

## **JOB OPENING ANNOUNCEMENT**

**Job Title: H.R. Administrative Assistant**

**Report To: HR & Safety Manager**

**Department: Human Resources**

**Job Vacancy: YAN-23-011**

**Status: Full-Time; Non-exempt**

**Starting Wage: D.O.E**

**Opening Date: 2/6/2023**

**Closing Date: 2/17/2023**

### **POSITION DESCRIPTION:**

The Human Resources Administrative Assistant provides clerical and administrative support to the Human Resources Department including processing, verifying and maintaining personnel documentation.

### **QUALIFICATIONS:**

- Possess a High School Diploma, High School Equivalency Diploma (HSE) or General Equivalency Diploma (GED)
- Minimum of three (3) years administrative or clerical experience
- Must be able to type with accuracy
- Must have excellent grammar and punctuation skills
- Must be able to pay attention to detail and be accurate
- Ability to maintain and update the Human Resources Information System (HRIS)
- Experience with Microsoft Excel, PowerPoint, Outlook, Word, and other software applications
- Ability to demonstrate a high level of professionalism and confidentiality when interacting with employees and the general public
- Must be able to work in a team setting
- Ability to communicate effectively verbally and in writing
- Valid Arizona Driver's License is preferred but not required

### **DUTIES AND RESPONSIBILITIES:**

- Assist HR with staffing, recruitment.
- Provides customer service functions by answering the telephone line and greets the public at the front desk.
- Provides information and/or directs to appropriate staff for assistance.
- Arrange for advertising or posting of job vacancies.
- Process and review employment applications in order to screen, evaluate qualifications and eligibility of applicants.
- Acts as liaison with departments and programs, to coordinate and schedule interviews for positions with a location, date and time.
- Performs clerical duties (i.e., copy, fax, collate email, mail, etc.) letters and correspondence.
- Maintain Human Resources Department subject and personnel files in accordance with departmental filing plan.

- Prepares appropriate documents for alcohol and drug testing program.
- Maintain daily responsibilities for all new hire and employee data input into the MIP, TimeIPS, EASE, EAL system.
- Ensures data and information are current.
- Prepares Personnel Action Forms for new hire, transfer, promotion, termination, etc.
- Process employment related paperwork including new hire and employment terminations to payroll.
- Establish and maintain new hire and termination logs.
- Assist with new-hire orientation process and onboarding process.
- Prepare Accounts Payable documents to pay for items ordered on an intermittent or recurring basis.
- Must maintain strict confidentiality of all personnel, individuals, contractor, and visitors on matters related to, but not limited to, drug test results, background checks, medical information, and compensation.
- Maintains a positive and professional relationship with tribal employees and the general public.
- Performs other related duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

